

**COMMITTEE ON PERSONNEL  
TUESDAY, APRIL 13, 2021 AT 7:52 p.m.  
CITY COUNCIL CHAMBERS/COMMITTEE ROOM  
WOBURN CITY HALL**

Voting Members present: Chair Joanne Campbell, Alderman Michael Concannon, and Alderman Robert Ferullo

Non-voting members present: None

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**Reading of previous meeting minutes and approval:** Motion made by Alderman Concannon and seconded by Alderman Ferullo to approve the minutes of the meeting of March 22, 2021; all in favor, 3-0.

**Order for Committee on Personnel for selection of a City Clerk:** Chairman Campbell said the committee will meet in executive session pursuant to MGL Ch. 30A, §21(a)(8) for the purposes of screening candidates for the position of City Clerk. Chairman Campbell said the committee will return to public session once executive session has ended. Motion made by Alderman Concannon and seconded by Alderman Ferullo to enter into executive session for the purposes of screening candidates for the position of City Clerk; Roll call – Alderman Concannon, aye; Alderman Ferullo, aye; Chairman Campbell, aye; all in favor, 3-0. She asked the other members of the committee if the meeting can be moved to the Committee Room. There were no objections. The meeting resumed in the Committee Room at 7:55 p.m. Chairman Campbell said there were seven resumes submitted. She said she would like to winnow the field to two or three finalists. She said it is her understanding the candidate who is chosen has one year to establish residency in Woburn. She said she would like Human Resources Director to contact any of the chosen finalists who do not live in Woburn to determine if they are willing to relocate. Alderman Concannon said there were three candidates who he thinks are worthy finalists. He said he chose them because they have previous experience working in city government. He said the three people who stood out to him were Carol Moore, who he said has experience working as a city clerk in Washington state, James Blatchford, and Lindsay Higgins. Alderman Ferullo said he agrees whole-heartedly with Alderman Concannon. Chairman Campbell said those were the three people she picked. Alderman Ferullo asked if the residency issue is fatal to the candidacy of Mr. Blatchford and Ms. Moore, he does not see any qualified candidates other than Ms. Higgins. Alderman Concannon said two other Woburn residents applied but he does not think they have enough relevant experience and qualifications. Chairman Campbell asked if the council should advertise the position again if Mr. Blatchford and Ms. Moore are not willing to relocate. Alderman Concannon suggested forwarding the names of the three most qualified candidates while Director Pruyne inquires about whether they are willing to relocate. He said if the two candidates who live outside Woburn are not willing to relocate, the council can also choose from among the other applicants. Motion made by Alderman Concannon and seconded by Alderman Ferullo to forward the names of James Blatchford, Lindsay Higgins, and Carol Moore as finalists, and to direct to Human Resources Director Pruyne to inquire with

the two non-Woburn residents as to whether they intend to relocate to Woburn if they are selected for the position; approved, 3-0. Chairman Campbell said she has conferred with City Council President Edward Tedesco about a schedule. Chairman Campbell said she would like to interview the candidates on April 21, beginning at 6 p.m. She said she would prefer to use the Committee Room for interviews. She said the Committee Room can accommodate interviews while social distancing is maintained. She said President Tedesco wants to call a special meeting of the council on April 26 to elect the clerk. She said the special meeting could be held on the same night as committee meetings. Chairman Campbell said the committee received from Director Pruyne a list of 16 questions for the candidates for City Clerk. She said the questions look good. Alderman Concannon said 16 questions are fine but there may be too many. He said some of the questions may be too specific. Chairman Campbell said they can cross off any questions if there is an answer in the context of another question. She said she thinks 20 minutes for each interview is plenty. Motion made by Alderman Concannon and seconded by Alderman Ferullo to exit executive session; Roll call – Alderman Concannon, aye; Alderman Ferullo, aye; Chairman Campbell, aye. Chairman Campbell reconvened the meeting in public session. She said the committee voted to forward the names of Carol Moore, Lindsay Higgins, and James Blatchford as finalists for the City Clerk’s position. She said the committee will conduct interviews on April 21 at 6 p.m., in the Committee Room.

**Motion made by Alderman Concannon and seconded by Alderman Ferullo to adjourn;** all in favor, 3-0. Chairman Campbell adjourned the meeting at 8:13 p.m.

Attest: \_\_\_\_\_  
Gordon Vincent  
Clerk of Committees